**Conducting and Interview**

**Before the Interview**

Prepare the questions.

Open ended questions (not yes or no)

Questions that start with how, why, etc.

Questions that you don’t know the answer to.

Contact the person you would like to interview and ask them if you can interview them.

**During the Interview**

BE PREPARED.

BE POLITE

BE RESPECTFUL

LISTEN

Explain the purpose- what you are doing.

Explain why you chose them.

Explain what you are going to ask about.

Thank them in advance.

Ask them if they have any questions about what you are doing.

Ask if you can record them.

Ask them your questions.

Ask 1 question at a time.

Use good eye contact.

Listen to what they say.

Show interest in what they are saying.

Think about what they are saying.

Don’t just read questions. Listen and ask follow up questions.

**After the Interview**

Thank them.

**Interview Guide**

**Introduction**

|  |  |
| --- | --- |
| Introduce yourself. |  |
| Explain what you are doing. |  |
| Explain why you chose them. |  |
| Ask if you can interview them to learn more about the topic. |  |
| Ask to record them. |  |
| Thank them. |  |

**Interview Questions**

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**After the Interview**

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| Thank them. |  |